



UNITED STATES MARINE CORPS

4TH MARINE DIVISION FMF, USMC
4400 DAUPHINE STREET
NEW ORLEANS, LA 70146-5406

IN REPLY REFER TO:

1650.6E

SGTMAJ

5 JAN 05

DIVISION ORDER 1650.6E

From: Commanding General
To: Distribution list

Subj: MARINE OF THE YEAR AWARDS PROGRAM

Ref: (a) MCO 1650.19G
(b) ForO 1650.1A

Encl: (1) Sample Nomination Format

1. Purpose. To recognize Active, Active Reserve, and Selected Marine Corps Reserve Marines in the 4th Marine Division assigned to compete for Marine Of The Year. Candidates should possess the dedication and abilities that symbolize the pride and professionalism of the United States Marine Corps.

2. Cancellation. DivO 1650.6D

3. Background. The Commanding General, 4th Marine Division has addressed the need to recognize enlisted personnel who best represent the high qualities and professional character associated with the United States Marine Corps.

4. Policy. Regimental, Separate Battalion, and Separate Company Commanders are expected to recognize outstanding Marines serving both on Active Duty, Active Reserve and members of Selected Marine Corps Reserve (SMCR) Units. This Order establishes the Division Marine of the Year award program as a means of recognizing those exceptional Marines.

5. Guidelines.

a. General.

(1) The period of consideration for selection will begin 1 January and end 31 December annually. Nominees may include Marines of the Quarter, but this is not a prerequisite.

(2) A selection board will be convened annually at Division Headquarters for the purpose of selecting an Active/Active Reserve and a Selected Marine Corps Reserve member as Division Marine of the Year.

(3) Nominating unit must submit a purposed award citation for the Navy And Marine Corps Achievement Medal.

(4) Biography (narrative format, starting with date and place of birth, schooling, military service, current assignment, awards and medals, and family, etc. limited two typewritten pages, double-spaced).

(5) 8 X 10 color glossy photograph in Summer Service "C" uniform, uncovered.

b. Eligibility.

(1) Nominees may be selected from the grades of Sergeant and below of each active duty and SMCR unit.

(2) SMCR personnel must have attended a minimum of 90 percent of drills for the past 12 months.

(3) All nominees must meet all minimum PFT, height and weight standards.

(4) Personnel nominated must have been members of the unit for at least 90 consecutive days.

(5) Nominees must have no record on NJP or other punishment during the preceding 24 months.

(6) Nominees will be reviewed only on their accomplishments during the current year.

c. Nomination Procedures. Nominations must be submitted in the format illustrated in the enclosure; the following areas will be addressed:

(1) Specific noteworthy achievements, superior performance, leadership potential, outstanding contributions in support of the missions of the command, and the Marine Corps.

(2) Professional Military Education.

(3) Personal appearance.

(4) Awards and commendations.

(5) Moral stature.

(6) Community activities.

d. Selection Board Composition.

(1) The selection board will be chaired by the Division Sergeant Major.

(2) The board will consist of the Division Sergeant Major as the Senior member and other Senior Enlisted members from within the Division.

e. Awards. Selectees will be awarded the following:

(1) Navy and Marine Corps Achievement Medal.

(2) The SMCR Marine of the Year and spouse (if applicable) will attend the Marine Corps Association Ground Dinner.

6. Reserve Applicability. This order is applicable to the Marine Corps Reserve.



T. B. SWARD
By direction



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IN REPLY REFER TO:
1650.6E
SGTMAJ

From: (Unit Commander)
To: Commanding General, 4th Marine Division
Via: (Chain of Command, as appropriate)

Subj: NOMINATION FOR MARINE OF THE YEAR IN CASE OF (SAID NAMED
MARINE'S RANK/NAME/SOCIAL SECURITY NUMBER/ACTIVE/RESERVE
COMPONENT)

Ref: (a) ForO 1650.1B
(b) DivO 1650.6E

Encl: (1) Biography (narrative format, starting with date and
place of birth, schooling, military, service, current
assignment, awards and medals, and family, etc.
limited two typewritten pages, double-spaced).

(2) 8 X 10 color glossy photograph, Summer Service "C"
uniform, uncovered.

1. Per the reference, _____ is enthusiastically
nominated as the Marine of the Year Active/Reserve Component.

2. Full name, address, and complete telephone number of
nominating command.

3. The following information is provided:

a. Name: _____
SSN: _____

b. Date of birth: _____

c. AFADBD: _____

d. Currently selected for advancement (If yes, date to be
advanced.): _____

e. If previously selected as Marine of the
Month/Quarter/Year, give date(s) and command(s): _____

Enclosure ()

Subj: NOMINATION FOR MARINE OF THE YEAR IN CASE OF (SAID NAMED
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COMPONENT)

f. Brief synopsis of significant professional achievements
which warrant selection.

g. Awards:

h. Nominee's off-duty community involvement:

i. List educational background:

(1) Years of formal schooling completed/degree attained:

(2) Marine Corps schools completed:

(3) Other self-study educational achievements attained
while on active duty (include correspondence courses, extension
courses, Defense Activity for Non-Traditional Educational
Support courses, etc.)

4. Any other information to distinguish nominee from
contemporaries (limit: one type written page).

(Signature)

Enclosure ()